DOCUMENT RESUME

ED 073 368 AC 014 251

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TITLE	National Program of 4-H Youth Staff Development and Training. Annual Report, July 14, 1971-July 13, 1972.
INSTITUTION	Federal Extension Service (DOA), Washington, D.C.; National Four-H Club Foundation, Washington, D.C.
SPONS AGENCY	Kellogg Foundation, Battle Creek, Mich.
PUB DATE	72
NOTE	43p.
EDRS PRICE	MF-$0.65 HC-$3.29
DESCRIPTORS	*Extension Agents; Extension Education; *Inservice Education; Leadership Training; Program Descriptions; Seminars; Volunteer Training; Workshops; *Youth Clubs; *Youth Leaders

ABSTRACT

This report details those 4-H staff development and training programs conducted at the national level that have been partially financed by a W. K. Kellogg Foundation grant. A national invitational joint meeting of State 4-H Youth Leaders and State Leaders was held in 1971 to discuss implementation of these programs. Twelve workshops and seminars were conducted at the National 4-H Center and one in Des Moines, Iowa, during the first six months of 1972 with primary emphasis on training State staff and building training models for State use. The programs, which are summarized, were: (1) seminar: youth involvement in community development; (2) workshop; management for effective 4-H youth programs; (3) experimental workshop: voluntary participation; (4) seminar: models for volunteer leader forums; (5) workshop: volunteer leadership development; (6) workshop: new county extension agents doing 4-H work; (7) seminar: new State 4-H youth staff; (8) seminar: paraprofessional staff development in 4-H; (9) seminar: model 4-H citizenship short course; (10) seminar: supervisory roles and functions in 4-H youth work; (11) experimental seminar: all extension agents in one district; (12) workshop: adult/youth interaction; and (13) seminar 76. Details of each course are provided in an appendix. (KM)

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NATIONAL PROGRAM
OF
4-H STAFF DEVELOPMENT AND TRAINING

REPORT
July 14, 1971—July 13, 1972

Extension Service, U.S. Department of Agriculture
The National 4-H Foundation

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ANNUAL REPORT
July 14, 1971—July 13, 1972

NATIONAL PROGRAM OF 4-H YOUTH STAFF DEVELOPMENT & TRAINING

This report details those 4-H Staff Development and Training programs conducted at the national level which have been partially financed by a W. K. Kellogg Foundation grant to the National 4-H Foundation. These programs, with one exception, were conducted at the National 4-H Center in Washington, D. C. between July 14, 1971 and July 13, 1972; related programs are summarized in brief. This report was prepared by Dr. R. O. Monosmith, Consultant, Staff Development & Training, The National 4-H Foundation and Dr. John W. Banning, 4-H Program Leader, Extension Service, United States Department of Agriculture.

INTRODUCTION

On November 8, 1970 the Extension Committee on Organization and Policy (ECOP) adopted a policy recommending the design and implementation of a comprehensive program of 4-H professional and paraprofessional staff and volunteer leader development. The policy requested the Extension Service, USDA (ES) to provide coordinating and leadership responsibility making full use of existing Cooperative Extension Service (CES) structure in the planning, development, implementation and evaluation of this program. It was further recommended that the services of the National 4-H Foundation and the facilities of the National 4-H Center be utilized to the fullest possible extent in the conduct of the program. Included was a request that the National 4-H Foundation seek private support.

Organizational objectives of the training program

1. Improve the quality of 4-H program content for youth.
2. Improve the efficiency with which staff delivers the program to people.
3. Expand the offerings to more youth.

Objectives for the staff participating

1. Better understand and serve the youth of today and tomorrow.
2. Develop leadership that is effectively responsive to the changing needs and interests of youth, their families and the communities in which they live.
3. Strengthen the basic 4-H goal of individual personal development and responsibility.
4. Take advantage of modern methods of teaching, learning, communication and managing.
5. Develop evaluative processes that will permit better judgment of performance and contribute to constructive planning for the future.

Major thrusts for accomplishment of objectives

1. Implement an intensive effort to assist in development and training for the state leaders of 4-H in the 50 states, the District of Columbia, and Puerto Rico, and the some 300 members of these respective state 4-H staffs.
2. Demonstrate effective staff development and training models and methods which will produce effective county and area

professional staffs, related specialists and supervisors, program aides, adult volunteers and teenage leaders.

3. Put special emphasis on selected program areas that relate to national concerns; emphasis on training key leadership at all levels, developing and demonstrating educational concepts and materials, program methods and techniques, and assisting in promoting and publicizing such program areas. Examples are: citizenship education, quality of environment, nutrition and international education.
4. Coordinate the training of youth leaders (professional and volunteers) from other countries, and leaders from the U.S. who work in youth programs abroad. Also, coordinate planning and implementation of U.S. programs that relate to international education and activities.
5. Demonstrate and utilize new communication equipment and devices in the training, educational, and promotional processes to improve effectiveness and efficiency. (TV, radio, other audio and/or visual devices)

In November, 1970 all of the Directors of the Cooperative Extension Service and the Executive Committee of the National Association of State Universities and Land Grant Colleges endorsed the program of Staff Development and Training, recognizing the "importance of the National 4-H Center expansion and the foresight of Extension leadership in planning for effective use of this facility."

Leaders from Maine to Hawaii and Alaska to Florida attended Fall meeting.

IMPLEMENTATION

In July 1971, the W. K. Kellogg Foundation announced a five-year grant of $675,000 to the National 4-H Foundation to initiate the dynamic nation-wide Staff Development and Training Program.

An allocation of $185,000 was made from the Kellogg Grant for 1970-72, providing $126,000 for staff development and training, $55,000 for instructional and supporting staff at the Center and $4,000 for evaluation and reporting. The Extension Service of USDA provided an additional $12,500 for instructional and supporting staff.

Upon receipt of the Kellogg grant, a National 4-H Youth Staff Development and Training Committee was appointed with Dr. John Banning, Extension Service, USDA as chairman. Members were: Dr. Myron Johnsrud, Dr. Milton Boyce and Dr. Lloyd Rutledge, Extension Service; Dr. Einar Ryden, University of Maryland; Dr. Jerry Macklin, Wilbert Rodgers and Francis Pressly, National 4-H Foundation. Dr. R. O. Monosmith was employed as a consultant for this program and added to this committee on August 1, 1971.

Using many sources of information, this committee identified 16 topical areas for national seminars or workshops in 1972, appointed directors for these courses, established budgets and issued a 1972 Catalog outlining the purpose, objectives, contents and cost of each offering.

A National invitational joint meeting of State 4-H Youth Leaders and State Leaders of Staff Development was held at the National 4-H Center, September 29-October 1, 1971 for these purposes:

To develop a clear understanding regarding the National 4-H-Youth Staff Development and Training Program and uses of the National 4-H Center in its implementation.

To provide an opportunity for these combined staffs to learn about training to be offered in the National Program in Fiscal 1972.

To involve this group in planning the future offerings for fiscal 1973-74-75 and 1976.

Forty six states, Puerto Rico and the Virgin Islands were represented at this national meeting, with 34 states having a team of both staff development and 4-H leaders involved. A total of 87 state staff participated. Kellogg scholarships were provided to these participants. Working in special interest workshops based upon major program areas identified in the document *4-H In the 70's*, recommendations for curriculum for staff training in 1973-74-75 and 1976 were developed. These recommendations were published and distributed to all states

for further refinement and translation into staff training needs. They now form the basis for proposed future seminars and workshops.

The 1972 Catalog for National Program of 4-H Staff Development and Training was distributed and discussed. States indicated tentative interest in participation. Recommended changes were made in five course dates for 1972 to better accommodate those attending.

Conference delegates also recommended that membership of the National 4-H Youth Staff Development and Training Committee be broadened to include state staff. Accordingly, composition of the committee has been revised. The newly constituted committee has official representation from the ECOP Sub Committees on Staff Development and on 4-H Youth and includes two state 4-H leaders, two state leaders of staff development and an assistant director of Extension for human resources. All were selected because of their demonstrated competence and interest.

Committee membership

Chairman: Dr. John Banning, Program Leader, 4-H Youth Programs, ES-U.S.D.A.
Dr. Edgar J. Boone, Asst. Director, Adult Education, North Carolina
Dr. Milton Boyce, Program Leader, 4-H Youth Programs, ES-U.S.D.A.
Dr. Patrick Boyle, Div. of Program & Staff Development, Wisconsin
Dr. Cleo Hall, State Leader, Human Resources, Washington
Dr. Myron Johnsrud, Director, Staff Development, ES-U.S.D.A.
Dr. Charles Lifer, Asst. Director & State Leader 4-H, Ohio
Secretary: Dr. R. O. Monosmith, Consultant, Staff Development and Training, National 4-H Foundation.
Don Osborn, Director, Program Services, National 4-H Service Committee
Dr. Einar Ryden, Professor and Staff Development Leader, Maryland
Dr. Donald Stormer, State 4-H Club Leader, Texas
Dr. E. Dean Vaughan, Asst. Administrator, 4-H Youth, ES-U.S.D.A.

A four-day meeting of this committee is scheduled for September 5-8, 1972. Members will review the extensive recommendations of state staff, review evaluations of offerings to date and chart the course for the next five to ten years of national leadership in these areas. They further will call upon outside consultants for advice and assistance. Annual meetings for review and recommendations are planned for this committee.

PROGRAM SUMMARY

January 1-June 30, 1972

Twelve workshops and seminars were conducted at the National 4-H Center and one in Des Moines, Iowa during the first six months of 1972 with primary emphasis on training state staff and building training models for state use.

The Kellogg Foundation, The Cooperative Extension Service, Extension Service USDA and the National 4-H Foundation provided financial support, resources and facilities.

All 50 states, The District of Columbia, Puerto Rico and the Virgin Islands have participated in one or more programs with a total of 454 staff members involved. The response to this training program has been enthusiastic and widespread. The number of courses in which a state has been involved varies from one to nine and the number of participants per state varies from one to 34.

A brief summary of each workshop or seminar follows. A more detailed analysis appears in the Appendix.

Seminar: Youth Involvement in Community Development

Eighty seven participants from 45 states, the Virgin Islands and Puerto Rico focused on the significant contributions teenagers and older youth can make in community development. Thirty four states were represented by both state 4-H staff and specialists in community resource development, who formed a team to plan and implement effective specific community resource development projects. Time was devoted to presenting new ideas for successful state programs, relevant theory and application of the ideas to development of state plans.

Workshop: Management for Effective 4-H Youth Programs

Top management personnel from 17 state 4-H staffs attended five days of concentrated training in management by objectives, followed by five days of intensive application of these principles to tackle important problems in each state 4-H program. A national authority on management and results tailored the training to the needs of each State 4-H Leader. Practical plans written by each participant were taken back to the state for implementation. Utilization of each participant's plan of action will be evaluated at six and 12 month intervals.

Experimental Workshop: Voluntary Participation

Fifteen states sent 45 participants, organized in teams of state 4-H staff, district staff, county staff and volunteer leaders, to concentrate on the utilization of relevant research findings in the area of voluntary participation in the 4-H program. Research authorities in this field served as consultants, providing counsel in helping the teams identify problems of leadership and citing sources of research information available for use in solving problems and evaluating results.

Seminar: Models for Volunteer Leader Forums

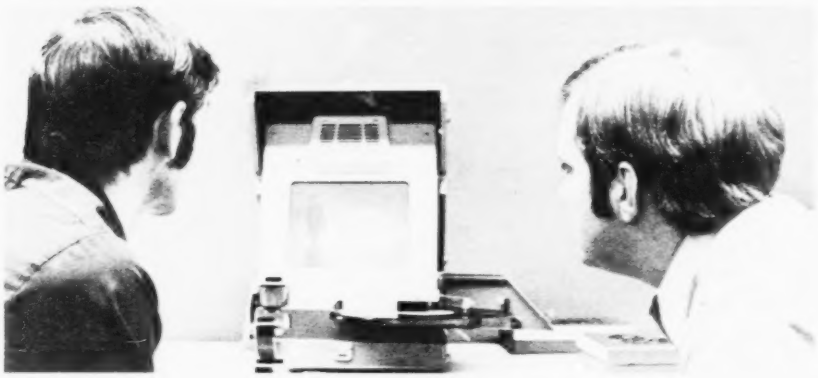
Teams consisting of four volunteer leaders and one county staff member from each Extension district or area in each of four states received intensive training in leader forum program planning. The seminar was directed toward relevant program content, methods of implementation and evaluation leading to the development of a practical model for 4-H Adult Leader Forums. Materials developed will be shared with all states. They are applicable in any geographic setting at regional, state, area or county levels. The four participating states have made immediate use of this model.

Workshop: Volunteer Leadership Development

Thirty five participants from 32 states with responsibility for organizing and directing volunteer staff development and training for 4-H attended. Primary aim was to help state 4-H staff become more effective trainers of area and county 4-H staff in volunteer leader development and to study ways to improve the quality of volunteer leadership. Two consultants from the Center for Voluntary Society and FM Associated Ltd. were employed to give new dimensions to this training. A survey will be taken prior to Fall 1973, when a follow-up workshop will be held, to determine how these 32 states have utilized their training.

Workshop: New County Extension Agents Doing 4-H Work

An intensive training program was designed to demonstrate methods of helping new staff become effective more rapidly and to give them greater satisfaction in their work. Objectives for each training period were defined and the learning experiences were programmed to develop behavorial changes in the participants. Twenty participants from 11 states were involved. Nineteen consultants assisted in building the model that emphasized: importance of informal education, program planning involving adult leaders and youth staff, curriculum development, group dynamics, leadership training, communications, reaching new audiences, understanding youth and youth needs, resources, organizational and operational management, and evaluation. This model will be sent to all states for their use. A control evaluation plan has been set up for six and 12 month intervals to compare action of participants with a county staff person with similar responsibilities who did not have this training. Agents attending this workshop are now assisting state staffs in training new county 4-H Agents.



Seminar: New State 4-H Youth Staff

Staff from ten states had the opportunity to receive instruction from all members of the ES 4-H administrative staff group, training in management by the Course Director and to compare theory with practice. Visits were made to National Headquarters of Boy Scouts of America and Junior Achievement to study training programs. Application of this new knowledge led to the development of a plan of action to use in the states. The plans of action prepared by each participant will be evaluated at six and 12 month intervals. The most significant aspect of this seminar was the dramatic change in attitude among those attending. As the seminar progressed, the ten participants, two Spanish speaking Americans, three blacks and five white staff melded into complete unity, reflecting on a small scale the change that is taking place nationally among the 4-H Youth staff of the Cooperative Extension Service.

Seminar: Paraprofessional Staff Development in 4-H

National authorities in the field of paraprofessional staff development, enlisted to assist, introduced many new teaching tools and methods. Twenty three participants from 15 states concentrated primarily on recruitment, utilization and evaluation, job descriptions and job manuals, career advancement, and supervision and training of paraprofessionals. Participants saw new potentials for use of paraprofessionals in 4-H Youth work; adaptation of training methods for professional staff, utilization of consultants and new resource material for the development of paraprofessional staff. First steps in an 'action' program were prepared for each state represented for solving immediate problems on their return home.

Seminar: Model 4-H Citizenship Short Course

A model citizenship training program for local use was developed. Forty nine participants in 12 state teams consisting of one adult, three to four youth and one consultant determined the primary concerns of what citizenship is; who is involved; interrelationships of social, political and historical aspects; techniques of citizenship implementation and involvement, and use of teaching tools. Each state team attending is expected to plan and conduct at least one 4-H Citizenship Short Course of three to six days length with a minimum of 100 in attendance at a county, district or state level. Reports on these programs will be collected and evaluated. Materials describing the model will be shared with all states.

Seminar: Supervisory Roles and Functions in 4-H Youth Work

Principles of supervision were presented by two national authorities in this field using a curriculum designed to contribute to the improvement of staff and program supervision in the increasingly complex 4-H Youth program. These principles were then applied to specific problems by each of the 20 participants for application in the states represented. The program plans and new resource material used during the seminar will be distributed to the states not represented for their consideration and adaptability in training for supervisors.

Experimental Seminar: All Extension Agents in One District

Des Moines, Iowa was selected as the state and site for this training after representative teams from four states previewed the material and process at the National 4-H Center earlier in the year. Intensive experiences in interpersonal relations with self and group analysis were used to assist a unit of staff to build better team work and managerial communications, improve the determination process, increase leadership skills and strengthen managerial excellence. Another objective was to design a training handbook to assist a total staff to understand the modern objectives and philosophy of 4-H and the roles and functions of each staff member in doing a successful job as an individual and member of a team. Plans are underway to accomplish this. An evaluation of the results of the Iowa seminar will be conducted during the next 12 months.

Workshop: Adult/Youth Interaction

Twenty three older youth, 17 state staff and three resources persons from 16 states participated in the experimental workshop. They collaborated to determine those steps necessary for involving older youth in realistic programming, and to identify factors and conditions most conducive to effective and mutually satisfying com-

munications between adults and youth. The procedures, methods and processes developed by the workshop group will be published and distributed to states for use in improving adult/youth interaction at all levels of decision making and program development in 4-H Youth work.

Seminar 76

More than 6,000 delegates attend Citizenship Short Course programs at the National 4-H Center annually. Citizenship training in each state 4-H program reaches many more thousands of youth. The recently appointed National 4-H Citizenship Development Committee is working to improve the quality and effectiveness of citizenship training in 4-H. This committee requested that "Seminar 76" be evaluated as a training process in the National 4-H Citizenship program. "Seminar 76" is a unique self-discovery experience in responsible freedom presented by Century III Foundation in a two and one-half day period. To get a valid evaluation, 24 staff members from eight youth serving agencies and organizations were invited to participate. The results of this experience and evaluation will be shared with the state 4-H offices and state representatives of other youth serving organizations.

Internships

A significant element in the programs of 4-H-Youth Staff Development and Training is the Internship Program with residency at the National 4-H Center. The two primary types are graduate and staff. The graduate intern is degree oriented and spends approximately one-half time in study and research and one-half time in teaching and program development. The staff intern tailors the program to provide opportunities to improve his professional capabilities and contribute to his professional growth through study, research, teaching and program development. Graduate intern stipend is $666.00 a month for three to four months. Staff intern stipend is $500.00 a month for three to six months. The stipend is based on the assumption that most will receive some assistance as a part of a sabbatical leave. Both internships provide for extension of time, if needed, to complete study or program development.

Two experimental types of Internships were offered for consideration and use by the states: Volunteer Adult Intern; and Teen Leader Intern. These assignments cover one to four weeks for adults, and on to two weeks for teens and carry the objective of learning new practical methods to improve the 4-H program in the intern's state. Applicants wishing to acquire this training must be recommended by the State Leader. To date none of these internships has been filled.

Graduate Intern February 14-June 14, 1972

William Caldwell, Assistant Leader, Youth, Purdue University, is working on his Ph.D. degree. His home university was responsible for approving his study, advising on general progress and accepting or rejecting his dissertation. Dr. Einar Ryden, University of Maryland directed his study and research. Mr. Caldwell was active at the National 4-H Center teaching, helping to establish a learning center and library, participating in Staff Development and Training workshops and seminars, and helping to evaluate these activities. His research is a role perception study looking to ideal and actual behavior of Extension youth agents as perceived by adult leaders and junior leaders in Indiana.

Student Teachers Associated with Interships

Elaine Ann Hutchins and Debbie Bernard, both seniors, at the University of Maryland, are working toward positions of Program Assistant with the Maryland State Extension Staff, 4-H Youth Programs. Dr. Einar Ryden of their home university has given direction to their studies, which the university must approve. Both concentrated on learning about programs held at the National 4-H Center and participated as assistant staff in various Staff Development and Training workshops and seminars and in the National 4-H Conference in April, 1972.

Consultant

Jane Plihal, consultant to the International Division of the National 4-H Foundation is developing materials for 4-H International programs. A 4-H club member for 10 years in Minnesota, she volunteered to help the Botswana Government develop youth clubs for rural youngsters. As a Youth Development Project Delegate she assumed responsibility for youth clubs in the entire northern region of the country, an area half the size of Texas. She worked with agricultural demonstration agents to help the young people start gardening, nutrition, sewing and craft projects. She is now preparing a handbook on the broad scope of 4-H International programs and specific 4-H international project materials for use at the county level. This curriculum and study guide will be printed and sent to designated states for trial performance and evaluation.

The National 4-H Center will be the site for—*Workshop: 4-H International Programs* October 23-27, 1972. The materials developed by Miss Plihal will be introduced to state 4-H staff responsible for international programs and chairman of state 4-H international committees for application in their respective states.

PLANS FOR THE FUTURE

The response of participants in the 13 seminars conducted to date is most encouraging and the interest being shown in the future offerings indicates that this staff training program is meeting an important need of staff.

The National Committee on 4-H Staff Development and Training has scheduled the following offerings for July-January, 1972.

Orientation Session: New State 4-H Leaders or Assistant Directors

Seminar: Effective Media Communications in 4-H

Workshop: 4-H International Programs

Workshop: Programming for Youth From Low Income Families

Workshop: Improving Effectiveness in 4-H Urban Programs

Seminar: 4-H Youth Resources

Courses proposed for the first six months of 1973 are:

Workshop: Volunteer Staff Development

Workshop: Human Development

Workshop: Recreation in the Education Process

Workshop: Training Trainers in Program Management in 4-H

Workshop: Training Trainers in Inter-Personal Relations Experimental Adult Leader Forum.

Seminar: Supervisory Roles and Functions in 4-H-Youth Work

The Kellogg scholarships for the first 13 courses offered and conducted in fiscal 1971-72 equalized costs for all states for the training and made nationwide involvement possible. The relative sharing of cost, counting the expenses borne by the states for salaries, tuition, housing and meals and the Kellogg scholarships is now approximately two thirds state financing and one third Kellogg Grant and National 4-H Foundation support. To continue this program beyond the five-year period now covered by the grant, either the states will need to pay the full cost or additional support funds must be provided through the National 4-H Foundation or other sources.

The goal of this Staff Development and Training Program is to provide a continuous offering of staff training not available at state levels, which may be funded from a variety of sources.

RELATED STAFF DEVELOPMENT AND TRAINING ACTIVITIES

The National 4-H Foundation

This private, non-profit institution, exists to serve the youth work of the Cooperative Extension Service through training, research and development programs.

It was incorporated in 1948 by the Cooperative Extension Service of the state land grant universities and the U.S. Department of Agriculture. The Foundation mobilizes human and financial resources to develop educational projects to improve Extension's service to the public, to conduct and support new or established training programs, both domestic and international, and to operate and maintain the National 4-H Center in Washington, D. C.

All Foundation functions are designed to support and enrich the youth development programs of Extension. During its 25 years of existence, the Foundation has provided leadership-citizenship training and international educational experiences for hundreds of thousands of teenagers and adults who in turn have been motivated to reach out to more youth with innovative and meaningful programs to build responsible initiative in young America.

This outreach is possible through a close partnership between the private sector—business, industry, foundations and individuals—working with the publicly supported elements of 4-H—federal, state and local.

Domestic Training Programs

Citizenship Short Courses enable 4-H members to gain valuable insight into their responsibility as citizens and acquire skills and knowledge that help them relate their role in society to their community, their nation and their world. More than 6,000 youngsters from 15 to 19 years of age attend each year. Week long sessions primarily during the summer months include field trips to Capitol Hill, the White House, historical sites and government agencies. Discussion and seminar sessions emphasize current topics and methods of dealing with community problems. An evaluation plan has been set up to determine how the young adults are utilizing their citizenship training back home.

Government Seminars are patterned after the Citizenship Short Courses but are specially designed to fit into social studies curricula of high schools. The one week course includes in-depth discussions

of current issues as well as for field trips and seminars to build better understanding of the executive, judicial and legislative processes of the Federal Government and their relation to state and local government.

The Seminar: Models for Citizenship Short Courses, and Seminar '76 are being evaluated as a training process in the national Citizenship Short Course and Government Seminar programs as a part of the Staff Development and Training Program.

Staff Assistant and Associate positions are open in the summer to university students between their junior and senior years to assist in the heavily loaded summer schedule. Many universities honor these positions and consider them as credit toward a degree. Eleven staff assistants and two associates are employed for the summer of 1972 to specifically work with the Citizenship Short Courses. All are talented in working with young people and have skills in music, recreation, public speaking and discussion leadership and program planning.

National 4-H Leader Forums are intensive training sessions conducted at the National 4-H Center throughout the year. Volunteer 4-H leaders and professional youth staff learn how they can effectively help young people grow into responsible citizens and leaders, and train other trainers. Discussions feature developing confidence in leadership, communications, skills and projects relevant to 4-H in the 70's.

Regional leader forums held annually in the South and West place emphasis on the plans and project peculiar to the region.

Model building for these 4-H Leader Forums has been an important feature of the Staff Development and Training Program.

National 4-H Conference is an annual event at the National 4-H Center each April for 4-H teen leaders representing 4-H'ers in the 50 states, Puerto Rico and the District of Columbia to explore current major concerns of youth and how 4-H programs can be strengthened and expanded to meet the needs and interests of all youth.

At the 42nd National Conference conducted by the Extension Service, U.S. Department of Agriculture with the cooperation of the National 4-H Foundation and the National 4-H Service Committee, participants met with developmental committees in 16 areas of contemporary concern.

Special Courses and Seminars are conducted throughout the year at the National 4-H Center to meet special needs and interests of 4-H and Extension. The Center has been the site of training conference by youth organizations, Extension homemakers, state or regional county agent groups, nutrition aid, and government agencies.

International Programs

4-H Caravan a four- to eight-week educational experience in another country is offered to older 4-H members to increase international understanding. Caraveners live with host families, meet other teenagers, see and study 4-H type and other youth programs and see and study the cultural and historical heritage of a nation abroad.

International Farm Youth Exchange provides an opportunity for young adults, 20 to 30 years of age, to spend from three to six months in another country. Exchangees live and work with host families to learn the culture, language and way of life. Opportunities are provided for pursuing special study interests and for observing and working with rural youth programs. Exchangees from abroad may come as part of the *Professional Rural Youth Leader Exchange*, for more intensive study of youth programming.

Youth Development Project is designed to provide technical and leadership assistance to developing countries in building youth programs, and developing food production and other programs essential to economic and personal growth. Delegates from the United States work with local Extension agents to prepare educational material, mobilize volunteer leadership, conduct training programs and serve as program advisors.

International Extension 4-H Study Tours provide an opportunity for professional extension personnel to study youth development programs in countries abroad for from three to four weeks.

Agricultural Training Program gives young farmers from Japan and Korea two years of study and work experience in the United States.

Inter-American Rural Youth Program (PIJR) is a cooperative association of the Foundation and the Inter-American Institute of Agricultural Sciences of the Organization of American States. It provides a direct link between 4-H in the U.S. and youth development programs there. Major aim is to assist rural young people in becoming effective participants in their society and to contribute to increased agricultural production and improved living conditions.

International Study Project for 4-H Members are carried on by many local clubs in the United States.

International programs have an important impact on 4-H at the local level. The workshop: 4-H International Programs in October 1972, as a part of the National Program of Staff Development and Training, will emphasize methods for involving more 4-H members in international study.

More than 1,600 4-H members attended the 50th Anniversary of National 4-H Congress in Chicago where President Nixon spoke and presented awards.

The National 4-H Service Committee

This non-profit educational organization was established in 1921 by public spirited citizens who believe in 4-H as a valuable training ground for our nation's youth. The organization utilizes private resources to assist the Cooperative Extension Service in advancing the membership, leadership and influences of the 4-H program. The Committee's headquarters office is in Chicago, Illinois.

Its continuing purpose is to enlist the assistance of business corporations, foundations, civic groups and individuals in providing support for 4-H beyond that available through public funds.

All services of the Committee are approved by the Extension 4-H Youth Subcommittee of the Extension Committee of Organization and Policy (ECOP). Among these services are several directly relating to staff development and training as follows:

National 4-H News is the only national magazine edited specifically for volunteer adult, junior and teen leaders of 4-H clubs (circulating to about 100,000 of them monthly). It is designed to make its readers' work with youth more challenging and fun by broadening their understanding of educational psychology through an editorial presentation of theory and application, enlivened and illustrated with accounts of how other leaders actually employ it effectively.

Your Sewing Machine Program is designed to equip 4-H leaders with knowledge and skills for the use and care of the sewing machine so that they can work more effectively with 4-H members. The national program literature and materials are supplied by the Singer Company through the National 4-H Service Committee. The training program packet includes a leaders' manual and two members' books. Also enclosed is a fabric package and educational visuals. In 1971 more than 14,000 adults completed the 'Your Sewing Machine Program.'

Adult Leaders Training Program designed to create an awareness of new programs and ideas and keeping with current trends and directions. In 1971, 250 professional and volunteer leaders participated in the six-hour seminar sessions conducted during the 50th annual National 4-H Congress.

4-H Electric Workshops are conducted annually on a regional or national basis as a part of the national 4-H Electric Program. These workshops provide state 4-H staff members, Extension home economist specialists, Extension agricultural engineers, and representatives of national power supplier organizations with innovative and motivating program concepts and methods. National workshops have involved an average of 150 participants during a one and one-half day event; regional workshops have involved 30 to 50 participants, usually four per state. Funds for these workshops have been a joint effort of the National 4-H Electric Program donor: Westinghouse Electric Corporation, Cooperative Extension Service and power supplier organizations. Results have been manifest in closer state coordination of the 4-H Electric program, state and county leader training programs, and stronger state and county 4-H support from power suppliers.

Defensive Driving Course (DDC) Instructor Training is conducted with funds provided by the Firestone Tire & Rubber Company. More than 100 volunteer leaders have been certified as DDC instructors. The Defensive Driving Course has only recently been initiated as a part of the state 4-H program; the instructors do the teaching for programs organized and conducted by the Cooperative Extension Service.

Commodity Marketing Symposium is a three-day educational program sponsored and hosted by the Chicago Board of Trade. It is designed to implement the basic principles of marketing and the application of these principles to commodities sold in cash markets and trade in future markets of major commodity exchanges. In 1971, 4-H members and adult leaders from 24 states participated in this symposium.

APPENDIX

The following summaries reflect details of each course conducted during the period from January 1 to June 30, 1972 under the National Program of Staff Development and Training supported by the grant from the W. K. Kellogg Foundation.

A documentary report is being prepared on each of the 13 courses and will be available to states.

The report will include: how the course was planned; program agenda and objectives; activities and sessions; reference materials; samples of plans and reports prepared by participants; methods of evaluation, and plans for follow-up work.

A concise summary of this complete report will be circulated to all states with an invitation to request the loan of a complete report for use in planning state training programs.

I. SEMINAR: YOUTH INVOLVEMENT IN COMMUNITY DEVELOPMENT

A. Purpose

Conceiving, planning and launching specific community resource development projects leading to program models with focus on significant contributions teenagers and older youth can make to developing American communities and how youth can share in the integral process and program of Extension and USDA development responsibilities.

B.

Date	No. of Participants	No. of States	No. of Scholarships
January 17-21, 1972	87	45 plus the Virgin Islands and Puerto Rico	two per state (one 4-H Staff) (one CRD Staff)

Work Categories of Participants

Youth Specialist, Extension Leader (CRD), County Agent, Program Leader and Home Economist.

C. Staff and Consultants

Dr. Lloyd L. Rutledge, Program Leader, 4-H Youth, ES/USDA, Course Director
C. B. Gilliland, Program Leader, Manpower Development, ES/USDA
Dr. R. O. Monosmith, Consultant, Staff Development & Training, National 4-H Foundation
Jean Cogburn, Assistant State 4-H Leader, Georgia
Dr. Merle L. Howes, Assistant Director, Extension—4-H & Youth Programs, Massachusetts

Dr. Del Dyer, Extension Leader, 4-H Youth, Virginia
Dr. Gene McMurtry, Director, CRD, Virginia
Dr. John S. Bottum, Assistant Administrator, Rural Development ES/USDA
Dr. E. Dean Vaughan, Assistant Administrator, 4-H Youth, ES/USDA

Evaluation Committee

Dr. Avery H. Gray, Extension Specialist, Youth, Indiana
Dr. Jerry Klement, State Leader, CRD, Maryland
Edward V. Pope, Human Development & Human Relations Specialist, ES/USDA

D. Program Impact and Evaluation

Each state team developed a plan of action during the week of the Seminar. This pre-determined outline with developments will be mailed in by the participants at the end of six months and at the end of the 12 month period.

Interim evaluation on results will be conducted by the Evaluation Committee.

E. Impact in States

"The team building concept which grew out of this working seminar is a highly desirable approach to develop commitment to new program thrusts."—Indiana

"We returned with a greater understanding of the benefits our 4-H'ers, other youths and adults can gain by increasing and expanding their involvement in community development."—Hawaii

"The program was top caliber, we learned some subjects which should be quite useful to us immediately."—Tennessee

F. Follow Up In States

Kentucky

The CRD Seminar held in January has proven to be very helpful. As a result of the workshop, twelve counties have been visited and programs developed for 4-H participation in community development.

Arizona

As a result of the workshop the University of Arizona has prepared a 4-H project in community development that introduces boys and girls to the function of community systems. This project helps youth to understand how societies govern themselves and helps them relate to the community system, exploring possible careers in this process.

Missouri

In order to secure interest and support for an improved water supply and to enhance its funding a test was made of the local water supply of Marion County for bacteria and nitrates. The 4-H members took the lead in getting the water samples. This resulted in public support for a new water supply.

II. WORKSHOP:
MANAGEMENT FOR EFFECTIVE 4-H YOUTH PROGRAMS

A. Purpose

To help professional staff apply modern management theories, methods and techniques to 4-H and other voluntary educational youth programs—Exploration of modern administrative theory; means of effecting changes in youth programs; decision making; determination of priorities, leadership and motivational techniques; role of youth programs as an integral part of the total Extension program; professional responsibility in youth programming and application of management concepts to state programs.

B.

Date	No. of Participants	No. of States	No. of Scholarships
February 7-16, 1972	17	17	one per state

Work Categories of Participants

State 4-H Leader, Program Specialist, State 4-H Leader & Youth, Assistant State Leader & Youth Development, Chairman, Youth Development, Assistant Professor, 4-H, Supervisor 4-H & Youth and Associate Director of Youth

C. Staff and Consultants

William Guthrie, Guthrie Associates, Course Conductor
Dr. Rudy O. Monosmith, National 4-H Foundation, Course Director
Dr. George Broadwell, Chairman, Youth Development, New York, Staff Consultant

D. Program Impact and Evaluation

Based on a list of specific changes in management process and methods instituted as a result of the workshop, each participant will report at the end of the first 12 months after returning to the job.

E. Impact in States

"Frankly, this was a great experience for me, and I would have been willing to pay my own way."—Oregon

"Even after the 'newness' has worn off, I can truthfully say that the MBO Workshop was the best management session that I have ever attended."—North Dakota

"I was pleased with the content and the conduct of sessions and I feel that the seminar should be both continued and expanded."—Kansas

"As a result of this workshop, we plan to make a number of additional adjustments in the coming months—I am convinced that, if we can do a better job on time management we will be in a position to do much more of the top priority program areas in the months and years ahead."—Ohio

"It was refreshing to be exposed to a host of new ideas and to re-think some materials and ideas that I have been using."—Montana

F. Follow Up in States

Montana

Just had to send you a copy of the Montana 4-H Foundation Newsletter to let you know the plans developed at the management workshop are getting some things on the track.

Arkansas

The material on time management prepared during the workshop has been sent to all Extension staff in the state.

Ohio

The document we prepared on time management was sent by our director to more than 400 Extension faculty in the state and to all Assistant Deans, Associate Deans and department chairmen. We had many comments from individuals regarding the excellent help this provided them in their day-to-day work. I appreciated the opportunity of working on this project and feel it has been of great help to me in regrouping my total responsibilities.

Kansas

An Exercise in Management by Objectives and Results was presented to the Kansas 4-H Staff during our semi-annual long range planning conference in early May. Each person had a copy of the exercise, reacted to the presentation and thought out the proposal—that each serve as a manager based on options presented. There was a new awareness by staff of the terms and role of manager. . . . I also redid the presentation I made in February to the management group and we are using it as a basis for 4-H program planning, correlated to EMIS.

III. EXPERIMENTAL WORKSHOP: VOLUNTARY PARTICIPATION

A. Purpose

Study of previous relevant research findings in areas of voluntary participation and evaluation; review of application being made of this knowledge; potential application of research; need for further research and evaluation techniques for volunteer participation—for the purpose of bridging the gap between research findings and action volunteer programs.

B.

Date	No. of Participants	No. of States	No. of Scholarships
February 15-18, 1972	45	15	50

Work Categories of Participants

County Agent, Extension Home Economist, District 4-H Leader, Volunteer Leader, Area 4-H Specialist, Field Program Coordinator, and Extension Aid

C. Staff and Consultants

Dr. V. Milton Boyce, 4-H Youth Program Leader, ES/USDA, Course Director
Dr. Claude Bennett, Specialist in Education Methodology and Evaluation, ES/USDA
Dr. Keith Warner, Professor of Sociology, Brigham Young University, Utah
Dr. David Smith, Director of Research, Center for a Voluntary Society
Dr. Richard Reddy, Associate Professor, Department of Sociology, University of New York
Dr. Jerry Macklin, Director, Education Division, National 4-H Foundation
Dr. Rudy Monosmith, Program Consultant, Staff Development and Training, National 4-H Foundation

Evaluation Committee

Dr. David Smith and Dr. V. Milton Boyce

D. Program Impact and Evaluation

Of the 45 participants representing 15 states, 68 percent felt that major objectives of the workshop were reached, 20 percent felt that the objectives were reached to some degree, 12 percent felt that the objectives were not reached.

Ten state plans were developed for follow-up.

Impact evaluation is planned for Fiscal year 1973 to see what progress has been made toward the implementation of these plans. The five research consultants for the workshop are committed to help with the follow-up, as well as, to disseminate additional research knowledge.

E. Impact in States

"It is the best training meeting we've attended. The pieces are beginning to go together now so that we are getting some follow-up to the conference. The leaders are using their experiences back in the communities."—Maine

"We are following up in this plan for recruitment of volunteers from inner-city disadvantaged families."—Michigan

F. Follow Up in States

Maine

Maine has held area meetings in two Extension administrative areas to carry out plans developed at the workshop.

Southern Maine emphasized gaining approval for a change in the role of the Extension professional. They have received approval from county committees and are administering a questionnaire to volunteer leaders to help gain acceptance.

The Northern Maine group selected work on communications from the administrative level to the volunteer leader, which includes teens. Forty-eight participants attended their workshop including the Maine Cooperative Extension Director.

It was pointed out that only one out of some 600 Extension Board members in Maine was a teenager. County workshops were planned as a follow up to help encourage better communications with teens.

IV. SEMINAR:
MODELS FOR VOLUNTEER LEADER FORUMS

A. Purpose

To develop models for 4-H Leader forums and to provide competence and understanding in training volunteer leaders through: exploration of relevant program content, methods planning process, implementation and evaluation of adult 4-H leader forums, leading to development of a model for use in any geographic setting.

B.

Date	No. of Participants	No. of States	No. of Scholarships
February 21-25, 1972	50	6 (with four teams)	50

Work Categories of Participants

Extension Agent, Area Extension Youth Specialist and Volunteer Leader

C. Staff and Consultants

Eugene P. Seifrit, Program Specialist, Leader Development, National 4-H Foundation, Course Director
Mrs. Kitty Monahan, Staff Coordinator, Volunteer 4-H Leader, Virginia
Grant A. Shrum, Executive Director, National 4-H Foundation
W. W. Eure, Director of Program Services & Manager, National 4-H Center
Dorothy Emerson, Consultant, National 4-H Foundation
Tom McCarthy, Staff Assistant, Audio Visuals, National 4-H Foundation
Roger A. Wolcott, Audio Visual Consultant
William E. Caldwell, Area Extension Agent, Youth, Indiana
Dr. John Banning, Program Leader, 4-H & Youth, ES/USDA
Dr. Del Dyer, Extension Leader, 4-H Youth, Virginia
Oliver Hill, Area Extension 4-H Specialist, Colorado
Dr. Robert Lewis, Assistant State 4-H Club Leader, Pennsylvania
O. Glen Harr, Assistant State 4-H Club Leader, Pennsylvania
Mrs. Carolyn Travers, Extension Agent, 4-H, Maryland
Gene Whaples, Program Leader, 4-8 & Youth, Maryland
Dr. Charles Freeman, Associate Community Educator, Federal City College
Dr. Ned Gaylin, Family Life Department, University of Maryland
Dr. Milton Boyce, Program Leader, 4-H & Youth, ES/USDA

D. Program Impact and Evaluation

At the conclusion of the seminar each of the four state groups developed plans for applying what had been learned, to planning and conducting 4-H leader training programs. Each state group was divided into regional teams. Each team submitted a copy of their work plan. Participants were asked to refine their plans when they got home and re-submit their revisions. Teams were asked to submit a report of the activity they planned and a follow-up report when the activity was completed. It is anticipated that a review of plans at six month intervals and a follow-up on activities will be made at six month intervals and transmitted to other states.

E. Impact in States

"On behalf of the team, I want to express our appreciation to the 4-H Foundation and to the Kellogg Foundation. We feel that the week we spent at the Center was of great benefit to us individually, in addition to preparing us to make a contribution to the leadership development program of our area."—West Virginia

"Thank you for a top-notch workshop—I was quite pleased with the materials presented and the many ideas, methods and techniques used as take-home information."—Colorado

A summary of the ideas for planning 4-H Leader Forums titled, "Programs for Local Adaptation" developed during this workshop was assembled, printed and distributed to the four states involved.

F. Follow Up in States

West Virginia

Of the six Extension administrative areas in West Virginia, five have utilized one 4-H agent and two volunteer leaders to plan and carry out volunteer leader training. Each meeting has attracted about 30-40 leaders or a total of 175-200. Emphasis has been divided between teaching volunteers to teach other volunteers and training leaders in subject matter.

The team approach to training has been well accepted and two more meetings are planned for this fall.

"West Virginia has received more return for their investment in this program than from any other nationally sponsored meeting. They would like to be involved again."

Pennsylvania

Three of the four Extension regions in Pennsylvania have held leader training meetings which the forum participants helped plan and conduct. The fourth region has a training program scheduled this fall. "Leaders who attended are much more willing to consult with their County 4-H Agents regarding the 4-H program." Leaders feel they could be even more effective if 4-H agents had attended the forum with them.

V. WORKSHOP: VOLUNTEER LEADERSHIP DEVELOPMENT

A. Purpose

Exploration of hardware, software and resource expertise on leader training methods; experimentation with different teaching techniques; identification of training needs of volunteers; evaluation techniques for staff and volunteer training—in order to help state 4-H staff members develop skills for becoming effective trainers of area and county 4-H staff in volunteer leadership development.

B.

Date	No. of Participants	No. of States	No. of Scholarships
February 21-25, 1972	35	32	30

Work Categories of Participants

State 4-H Staff, County 4-H Agent, County Home Economist, Area Home Economist, Area Extension Agent, Educational Communications Specialist

C. Staff and Consultants

Dr. V. Milton Boyce, 4-H Program Leader, ES/USDA, Course Director
Mrs. Jan Margolis, Associate Director, Center for a Voluntary Society
Frederic H. Margolis, President, FM Associates Ltd. (Private consultant in adult education, training and management development)

D. Program Impact and Evaluation

An evaluation summary based on the written reactions and proposals by participants was compiled. Participants rated the course as having met the described objectives by the following: four, *fair;* 19, *a lot* and five, *completely*.

During the course workshop participants responded to a survey as follows:

Q. As a result of this course, what is one thing you plan to do when you go back home?

A. "I plan to design a workshop for Extension agents in the area of leadership development—with emphasis on the process."

"Use system as a benchmark for evaluating some training programs that are already designed and as a guide for setting up future training situations."

Q. What would you like to tell the trainers?

A. "What this workshop did was to pull the concepts together into a workable approach or 'package' which can be implemented back home."

"More of what I found this week is how much I had already studied (not learned) but hadn't applied about planning and training design."

E. Impact in States

"I am preparing a presentation to give to professional youth staff members at a seminar on helping local leaders use the child-centered approach with youth in their local clubs. The information I received is invaluable in preparing and presenting this topic."—Iowa

"The meetings were most informative and your selection of resource people was excellent—I feel that I gained a great deal more know-how in handling my training programs."—Hawaii

"The Volunteer Leadership Development Workshop gave me new insights into the training needs of the trainer before attempting to work with those that will be doing the teaching at the local level. The things learned at this workshop will assist me greatly as I work with agents in training roles."—Kentucky

F. Follow Up

A second workshop on Volunteer Leader Development is being planned for the Fall of 1973. A survey will be made prior to that time to determine how many of the 35 participants, representing 32 states have utilized the training in teaching other professionals.

VI. WORKSHOP: NEW COUNTY EXTENSION AGENTS DOING 4-H YOUTH WORK

A. Purpose

To demonstrate intensive training to help new county staff become effective faster and give staff greater satisfaction in their work by learning: importance of out-of-classroom education today; program planning involving local adults and youths; curriculum development relevant to youth; group dynamics and leadership communication tools; hard-to-reach audiences; understanding boys and girls and adults; resources available; organizational and operational management and evaluation.

B.

Date	No. of Participants	No. of States	No. of Scholarships
February 14-25, 1972	20	11	40

Work Categories of Participants

County 4-H Agent, County Extension Youth Specialist, Extension Agricultural Agent, County Home Economist, and Extension Home Economist

C. Staff and Consultants

Dr. Jerry Macklin, Director, Education Division, National 4-H Foundation, Course Co-Director
Dr. John W. Banning, Program Leader, 4-H Youth, ES/USDA, Course Co-Director
William H. Shane, Extension Studies & Training Specialist, University of Idaho, Workshop Coordinator
Grant A. Shrum, Executive Director, National 4-H Foundation
Mrs. Margo Tyler, Director, Information Division, National 4-H Foundation
W. W. Eure, Director, Program Services and Manager, National 4-H Center
Dr. R. O. Monosmith, Program Consultant, Staff Development & Training, National 4-H Foundation
Eugene Seifrit, Program Specialist, National 4-H Foundation
Dorothy Emerson, Consultant, National 4-H Foundation
Tom McCarthy, Staff Assistant, Audio Visuals, National 4-H Foundation
Dr. Einar R. Ryden, Professor, Department of Agriculture and Extension, University of Maryland
Roger A. Wolcott, Visuals Specialist
Jeanne Spicker, Home Economist, Dakota County, Minnesota
William E. Caldwell, Assistant Leader, Youth, Indiana
Mrs. Betty Groebli, Commentator, WRC/TV
Bill Clark, County Extension Agent, 4-H & Youth, Maryland
Mrs. Louise C. Kilpatrick, Program Leader 4-H & Youth, University of Maryland
Phyllis E. Worden, Assistant Extension Specialist, 4-H & Youth Development, University of Minnesota
Roger Farquar, Editor, Montgomery County Sentinel, Maryland

D. Program Impact and Evaluation

Based on the objective of the day and/or course—evaluation criteria was logged by: participant behavior desired—method or activity applied.

Response and follow-up to be made in six months. The model for this training of new county staff will be described, duplicated and sent to all states for use in designing training programs for new staff.

E. Impact in States

"The workshop setting was ideally suited to this type of training—the information presented on new audio-visual techniques was most valuable."—Idaho

"I had a negative attitude because of some past experiences in training sessions—the materials and thoughts are filed and never used—I have *already applied* many of these new methods and ideas in my county situation. One of the reasons for the successful session is that we were put into a different environment and were able to express freely our ideas and opinions, also share ideas and problems."—Vermont

"I looked forward to the new agent's training program with mixed emotions. From the moment I arrived at the Center, there was an awareness of a new atmosphere that I had not previously been exposed to. The approach made me immediately feel a part of the team. The sincere interest in each participant, coordination of the program and philosophy will provide a positive approach to new agent training programs of the future."—Minnesota

"The workshop increased my satisfaction with my position as Extension 4-H Agent. It was designed so that each participant identified one major concern, explored its ramifications, and presented a possible solution on the last day. By having a focal point, each lecture, discussion or laboratory was immediately translated into terms that would apply in our counties."—Connecticut

"To me the information presented on new audio visual techniques was most valuable. The material presented in two weeks would have taken several years to acquire by working in the county."—Idaho

"The workshop was perhaps the big milestone in my youth extension career of three years. This was the opportunity to bring all my 4-H resources together and determine a course of action which would be used to develop an overall youth program for my county. Through this workshop, I obtained the basic material necessary to bring the over-all extension program concept within grasp. We, as a group, found that the Extension goal is the same all over the country. This workshop gave us the opportunity to share different ways and means of reaching that goal. The workshop showed me that the goal cannot be reached by just doing the traditional 4-H project or activity, but that we must invent, create, and purpose new ideas into our youth program. From the first session until the last, we were taught that the main way to reach our goal was through group planning and action. Jerry Macklin and William Shane demonstrated this in a very dramatic way when they had us stage the Impact game concept. This showed me that we must take the role given us as an Extension Agent and coordinate our program with the entire community or county plan. I think everyone should have this opportunity of meeting and discussing the programs with the national staff."—Mississippi

VII. SEMINAR: NEW STATE 4-H STAFF

A. Purpose

To provide modern practical techniques and information to state staff members to use upon their return to the job in: objectives and philosophy of the Cooperative Extension Service; staff administration and program development; working with special audiences; reporting; budgeting; public and private support; volunteer leader development; curriculum development; methodology; literature production and distribution; lecturers, group discussion and individual plan of work.

B.

Date	No. of Participants	No. of States	No. of Scholarships
February 28-March 10, 1972	10	10	one per state

Work Categories of Participants

4-H Agent, 4-H Youth Specialist, Area 4-H Specialist, Assistant State 4-H Program Leader, Associate State 4-H Leader, State 4-H and Youth Development Coordinator, Extension Leader—4-H Youth.

C. Staff and Consultants

Dr. Rudy O. Monosmith, Staff Development and Training, National 4-H Foundation, Course Director

Dr. E. Dean Vaughan, Assistant Administrator, 4-H Youth, ES/USDA

Dr. Hope Daugherty
Rudolph Pruden
Dr. Kemp Swiney
Robert Pinches
Dr. Milton Boyce
Mrs. Fern Kelley
Dr. Lloyd Rutledge
Eleanor Wilson
Dr. John Banning

} Program Leaders, 4-H Youth, ES/USDA

Dorothy Emerson, Consultant, National 4-H Foundation

National Staff Training Personnel, Boy Scouts of America and Junior Achievement

D. Program Impact and Evaluation

A report of the planned changes put into effect during the first 12 months following the workshop will be completed by the participants and mailed for evaluation by staff.

E. Impact in States

"I am sure this was the best workshop I've ever attended. The things that impressed me were the comments and ideas from the course director and the interaction of our group."—North Dakota

"The format of the training for new state staff certainly met many of my needs. The method of using resource people, then providing the class an opportunity to study their philosophy on our own was most effective."—Arkansas

"I profited a great deal from the seminar. I obtained a perspective and discovered many things about youth programming in Extension that

probably would have otherwise taken years for me to experience, if at all."—California

"I think the entire seminar was very informative and educational. I feel that I received information during the two weeks that would have taken perhaps five years or more to learn through trial and error methods"—South Carolina

F. Follow Up in States

Idaho

In training and planning topics to present at various meetings, I note that I have referred back to comments and presentations made by the Extension Service staff USDA or other members of the class frequently.

VIII. SEMINAR: PARAPROFESSIONAL STAFF DEVELOPMENT IN 4-H

A. Purpose

To develop recruitment, testing, training, grouping, counseling and recognition techniques for more extensive use of program assistants and program aides to meet the growing needs of 4-H. Developmental concepts with special emphasis on use of educational technology and use of group discussion, practicums and field trips to provide a learning experience to develop competency in recruiting, orienting, training and using para professional staff; development of experimental staffing patterns and program tasks.

B.

Date	No. of Participants	No. of States	No. of Scholarships
April 3-14, 1972	20	14 District of Columbia	two travel scholarships (for each of 25 states)

Work Categories of Participants

Area 4-H Specialist, State 4-H Youth Specialist, County Extension 4-H Specialist, Assistant State 4-H Leader, Assistant Project Leader for Expanded Nutrition Program, Program Leader 4-H and Youth, Program Coordinator for Expanded Nutrition and Family Program, Assistant Extension Psychologist.

C. Staff and Consultants

Dr. Milton Boyce, 4-H Youth Program Leader, ES/USDA, Course Director
John Kiesow, Specialist, 4-H and Youth, Oregon State University
Dr. James Longest, Professor, Rural Sociology, University of Maryland
Mrs. Ella Mae Berdahl
Dr. Claude Bennett
Dr. Joel Soobitsky
Ed Pope
Dr. John Banning
} Extension Service, USDA
Mrs. Linda Nierman, Extension Service, Michigan
Don MacVean, Extension Service New York
Avis Pointer / Leroy Jones \ Supplementary Training Associates
Dr. W. R. VanDersal, Soil Conservation Service, USDA

Dr. Charles Freeman, Associate Community Educator, Federal City College

Robert Pomeroy, Paraprofessional Personnel Executive, Boy Scouts of America

D. Program Impact and Evaluation

Anticipated Outcomes

Extended possibilities for use of paraprofessionals in youth work.

Adaptation of training for professional staff members.

Identify ready resource materials and resource people for future development of paraprofessional staff.

Development of some first action steps for solving immediate problems.

"Our 4-H programs have been utilizing paraprofessionals on a limited basis for several years. We recognize this as a most important addition to our staffing patterns if we are to expand as we should. We look forward to this workshop with great anticipation and expect to provide related training opportunities in the very near future."—Colorado

"Our staff members are looking forward to an effective workshop which will help us in making even better use of paraprofessional staff in the future."—Michigan

A report of the planned changes put into effect during the first 12 months following the workshops will be completed by the participants and mailed for evaluation by staff.

E. Impact in States

Three regional committees on paraprofessional staff development with regional coordinators help implement this program. The Western region committee held a telephone conference call session in June to share progress reports among workshop participants from five states.

F. Follow Up in States

California

We gave our report to the State 4-H Youth Staff, who responded very favorably. They accepted our plan and gave their support for it. The next step is for us to meet and discuss this with the administrative staff at their next meeting and try to get their support for our scheme.

I also have taken the list of tasks from the questionnaire and have had a workshop on role definition and task analysis with seven of our new staff members. They felt this was most helpful. I have met with the Family and Consumer Sciences staff and have given them a nutshell report on the workshop and have made several recommendations for cooperation in training of staff. The next step here is to develop a plan with their specialists on June 19. I am also working with the Status of Women Committee, trying to develop a career development system for our ENEP aides.

From all the above, you can see that this workshop was most beneficial for us.

Arizona

A meeting of state 4-H staff was held to present workshop recommendations and initiate a plan for paraprofessional task analysis.

IX. SEMINAR: MODELS FOR CITIZENSHIP SHORT COURSES

A. Purpose

To develop a model citizenship training program for local use. To make use of current materials and develop new teaching tools and an awareness of what citizenship is; who is involved; interrelationship of social, political and historical aspects; techniques of citizenship implementation and involvement.

B.

Date	No. of Participants	No. of States	No. of Scholarships
April 19-23, 1972	49	12	20 pro-rated travel scholarships for state staff 20 full scholarships for teen volunteer leaders 5 full scholarships for adult volunteer leaders

Work Categories of Participants

Associate Director 4-H Foundation, Extension Home Agent, County Extension Director, Extension Specialist-Youth, Associate State 4-H Agent, 4-H Specialist, Area Specialist-Family Life, Assistant State Leader, 4-H and Youth Development, Assistant Professor, 4-H, Adult Volunteer Leaders and Teen Volunteer Leaders.

C. Staff and Consultants

Robert T. Dixon, Program Leader, Citizenship Education, National 4-H Foundation, Co-Director
Dr. John Banning, Program Leader, 4-H Youth, ES/USDA, Co-Director
Dr. Charles Freeman, Federal City College
Dorothy Emerson, Consultant, National 4-H Foundation
Dr. Hope Daugherty, Program Leader, 4-H Youth, ES/USDA
Dr. Jerome Klement, State Leader, Community and Resource Development, University of Maryland
Daniel Donnelly, Area 4-H and Youth Agent, St. Mary's County, Maryland
Don Johnson, Associate Program Services, National 4-H Service Committee
Eugene Seifrit, Program Specialist, National 4-H Foundation
Dr. R. O. Monosmith, Program Consultant, Staff Development and Training, National 4-H Foundation

D. Program Impact and Evaluation

Anticipated Outcomes

"Each of the team members are highly enthusiastic and are prepared to go to work and implement a citizenship program upon their return."—Nevada

"Members of our team are looking forward to being participants in this Course. I am confident they will make an excellent contribution and will provide important leadership in implementing a strong citizenship educational program upon their return."—Missouri

"This workshop fits beautifully into our 4-H citizenship program scheme as we plan a 4-H Citizenship Short Course in 1973."—Florida

A report of the planned changes put into effect during the first 12 months following the workshop will be completed by the participants and mailed for evaluation by staff.

E. Impact in States

A telephone survey of the 12 states indicates that interest is still high. In all cases the state team was moving ahead to carry out the plan to hold at least one Citizenship Short Course. Youth members of the teams were, in many instances, planning local citizenship activities in which they were using ideas, information, etc. gained at the workshop.

F. Follow Up In States

Missouri

Twenty six counties will be sending delegates to an event planned for July, 1972.

Florida

Agent training in the area of citizenship education is being planned for a state-wide Citizenship Short Course next spring.

Oklahoma

The team has produced charts, tapes and have presented a workshop on citizenship at a tri-county conference in the area.

Alaska

Plans are underway for a state-wide citizenship-leadership conference for about 100 youth from all youth serving agencies.

X. EXPERIMENTAL SEMINAR: ALL EXTENSION AGENTS IN ONE DISTRICT (Des Moines, Iowa)

A. Purpose

To develop a training model to encourage team work and higher quality 4-H youth work within a specific district of a state. By exploration of modern objectives and philosophy of 4-H; the roles and function to carry out Extension 4-H youth work through interpersonal relationships, communication strengths and weakness in staff.

B.

Date	No. of Participants	No. of States	No. of Scholarships
May 30-June 2, 1972	30 Trainers 5 Staff	3 Illinois Iowa and Indiana	None (by invitation only)

Work Categories of Participants Invited to Attend

Supervisors, County Director and/or Chairman, Agricultural Agent, Home Economist, 4-H Agent of a district in a state, plus trainee participants (staff development leaders) from two additional states.

C. Staff and Consultants

Dr. John W. Banning, 4-H Program Leader, ES/USDA, Course Director
Floyd Simpson, Assistant in Sales Training, Elanco Corporation, Indianapolis, Ind.
Dr. Myron Johnsrud, Director Staff Development, ES/USDA
Herbert Hochreiter, Sales Division, Visual Aids, Elanco Corporation, Indianapolis, Ind.
Don Stuttler, District Salesman, Visual Aids, Elanco Corporation, Indianapolis, Ind.

D. Program Impact and Evaluation

Of the 30 persons attending, 15 rated the workshop *Superior*, 14 *Excellent*, one *good*.

Individual plans were developed for improving in one area based on ten to 20 strong areas of personal performance and three to ten areas of personal performance in interpersonal relations. Follow up evaluation will be conducted by the Area Director through a one day critique to get testimony on how this material has improved the effectiveness of the Extension worker.

E. Impact in States

Those states attending anticipate a demand from additional areas wanting the training. Each designated one trainee as a person to do the training in their respective states.

XI. SEMINARS:
SUPERVISORY ROLES AND FUNCTIONS IN 4-H YOUTH WORK

A. Purpose

To increase supervisory competence in performance of varied and complex functions involving 4-H youth work as new assignments and roles are added, and to provide a supervisory plan for each participant. Modern objectives and philosophy of 4-H youth work in the 70's; youth situation today; EMIS and SEMIS management systems, counseling and guidance techniques; theory of supervision; role function and selection of staff; determining work loads and expectations; evaluation; extensive use of case work study.

B.

Date	No. of Participants	No. of States	No. of Scholarships
May 1-10, 1972	20	17	30

Work Categories of Participants

Assistant State Director, County Chairman, District Supervisor, Assistant State Leader, Area Administrator, Assistant Director of Programs, Extension Supervisor, District Program Coordinator—4-H Programs, Area Extension Agent, District Agricultural Agent, Assistant Director of State University, Assistant State 4-H Club Leader, District Leader-Family Living Programs and Assistant Regional Director.

C. Staff and Consultants

Dr. John W. Banning, 4-H Program Leader ES/USDA, Course Co-Director
Dr. R. O. Monosmith, Staff Development and Training, National 4-H Foundation, Course Co-Director
Henry G. Herrell, Management Consultant and Training Specialist, Bethesda, Maryland
Charles H. Clark, Author and Co-Author, Idea Laboratory, Pittsburgh, Penn.

D. Program Impact and Evaluation

Each participant developed a plan of action for improving one or more supervisory procedures in their area of responsibility while attending the seminar—giving thought to an area that could be explored and analyzed.

Individual state plans were developed and analyzed. Impact evaluation is planned for fiscal year 1973 to see what progress has been made toward implementation.

E. Impact in States

"This seminar has prompted me to take a good hard look at 'time management.' I would like to involve our state staff training person to assist in developing a training program on Management of Time."—Pennsylvania

"I plan to write about items of information that can help productivity in my area and state as a result of my learning in this course."—North Dakota

"As the result of my learning experience in this seminar, I propose to do the following: try to motivate county staff to work interchangeably in each other's programs, and maintain my role as a motivator and expect those responsible for the action to take the action, receive the credit and enjoy the satisfaction of their results."—California

"In recent years I find myself less able to get things done on schedule. This seminar has prompted me to take a hard look at time management." —Pennsylvania

"I am sure all of us will perform our functions as supervisors of agents at a much higher level of efficiency as a result of having had this exposure. I have already reported to our Extension administration staff and the other district agents some of my experiences during this seminar. I am to hold a conference with the Assistant Director in charge of 4-H-Youth Work with specific reference to the case assignment on how we District Agents can help improve 4-H and youth work in the state."—North Carolina

F. Follow Up In States

Missouri

I have already held one short session with area faculty on the management of time. I also rearranged my own office in line with the discussions on communications. I have discussed the desirability of displaying appropriate books at staff training conference with our state director of training and he plans to follow through with the idea. I have a detailed plan to improve communications within and between youth specialists and home economists developed upon the principles of supervision presented.

XII. WORKSHOP: ADULT/YOUTH INTERACTION

A. Purpose

To determine steps necessary for involving older youth in effective and realistic 4-H and community programming and planning at local, county, district, state and federal levels. Interpersonal action to identify factors, conditions and techniques most conducive to effective and mutually satisfying communication between adults and youth.

B.

Date	No. of Participants	No. of States	No. of Scholarships
June 4-10, 1972	43	17	60 (20 for state staff and 40 for selected older youth)

Work Categories of Participants

Assistant State 4-H Leader; Area Extension Agent; Program Leader, 4-H Older Youth; 4-H Youth Agent; Associate State 4-H Leader; Assistant Professor, Counseling; 4-H Program Specialist; 4-H and Youth Specialist; State 4-H Club Agent; Area Program Coordinator; Youth Development Specialist and selected older youth.

C. Staff and Consultants

Dr. Hope Daugherty, Program Leader, 4-H Youth, ES/USDA, Course Director
Maxine Kimmel, Extension Advisor, Illinois
Dr. Joe T. Waterson, Youth Development Specialist, Wisconsin

D. Program Impact and Evaluation

The week of Adult/Youth Interaction furnished an opportunity to determine those steps necessary for effective give-and-take sessions between persons of different ages. In addition, we identified factors and conditions which must be present to effect mutually satisfying communication between adults and youth. General consensus was that these objectives had been met—some more concretely than others. Evaluative comments included: "I learned new techniques to overcome barriers in working with adults; We came away with first hand information on the kinds of activities youth will and won't involve themselves with; I believe we convinced adults that kids are worthwhile human beings and kids that adults are worthwhile human beings; I have a clearer picture of what rights and responsibilities are for each age group."

E. Impact in States

Each adult participant is responsible for older youth programming in their state and plan similar workshop seminars at later times this year, utilizing the older youth who accompanied them to the workshop.

XIII. SEMINAR '76

A. Purpose

To critically evaluate the seminar for possible use in Extension citizenship education programs.

B.

Date	No. of Participants	No. of States	No. of Scholarships
June 14-16, 1972	24	10	24

Work Categories of Participants

Invitational list of persons including:

State 4-H Staff: JoAnn Luzio, Carolyn Curtis, Latrice Baker, Morris Little.
Three National Extension Agents' Associations: Anna Elcan, John Lancaster, Douglas Strohbehn.
4-H'ers: Linda Saathoff, Michael Scales, Odell Smith, Philip Franklin.
Extension Service/USDA: Jeanne Priester, John Banning, Irvin Whittler.
4-H Service Committee: Don Johnson.
4-H Foundation: R. O. Monosmith, David Benedetti, Eugene Seifrit, Robert Dixon.
National Citizenship Developmental Committee: Don Johnson, JoAnn Luzio, Morris Little, Robert Dixon.
A Social Studies Teacher: Mary Lott Walker.
Three Other Youth Organizations: National Association of Student Councils (Marc Treadwell), Boys' Clubs of America (Frederick Miller), Girl Scouts of U.S.A. (Ardith Talbott), and The American Red Cross (Jane Dickerson).

C. Staff and Consultants

Art Melvin, Century III Foundation, Course Director
Robert Dixon, Program Coordinator, National 4-H Foundation

D. Program Impact and Evaluation

"This unique citizenship training workshop was a challenging, rewarding and stimulating two and a half day experience. The participants' personal development can only be surpassed by their contribution to their respective areas of youth work."

"This training program can truly be a 'tool-for-change' in the attitudinal and behavioral modifications of our nation's populace as we enter and celebrate our nation's 200th birthday. If local implementation is to any degree successful, there will be a 'new spirit of our citizenry'."—a participant from the 4-H Foundation

It seems very possible that the program can be used in professional staff development and training; in local county situations; as a unique summer training during regular Citizenship Short Course program at the 4-H Foundation; and as a training program for local leaders.

Alaska 3(2)

SUMMARY OF ATTENDANCE AT 13 WORKSHOPS

Hawaii 7(4)

National 4-H-Youth Staff Development & Training Workshops—July 14, 1971-July 13, 1972

Participants—indicated by number
Number of Workshops attended by state—indicated by parenthesis ( )

Puerto Rico 2(1)

Virgin Islands 1(1)

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